

REQUEST FOR RECORDS RETENTION SCHEDULE
To Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. **340**

PAGE NO. **1**

1. Requesting Agency HALL OF RECORDS COMMISSION	2. Division or Bureau of Requesting Agency RECORDS MANAGEMENT DIVISION
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3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. GENERAL CORRESPONDENCE

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: ½ cubic foot
 File Arrangement: Alphabetical by subject
 Annual Accumulation: Less than ½ cubic foot

The General Correspondence file contains correspondence with State agencies and commercial organizations relating to general records management matters. A small portion of the file consists of correspondence with records management personnel in other states requesting information regarding Maryland's records management program. Categories of major importance, which include receipts and work-papers as well as correspondence, are concerned with microfilming activities, record center planning, purchase clearances, legislation and proposed bills, opinions of the Attorney General, records schedule approval, and waste paper disposal. Correspondence with county, State, and municipal agencies concerned with specific problems in the creation, management, or destruction of records is found in the Correspondence File for County, State, and Municipal Agencies (Item 2). The recommendation below applies only to the General Correspondence File.

- A. RECOMMENDATION: RETAIN PERMANENTLY OPINIONS OF THE ATTORNEY GENERAL AND RECORDS WHICH ESTABLISH PRECEDENTS AND POLICIES IN RECORDS MANAGEMENT.**
- B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS; TRANSFER TO THE RECORD CENTER FOR AN ADDITIONAL TWO YEARS, AND THEN DESTROY.**

7. Agency, Division or Bureau Representative

Morris S. Randall
Signature

Archivist & Records Administrator
Title

1/9/1959
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/9/1959

Date

Morris S. Randall
Archivist

Date

Frederick H. H. H. H.
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

2. CORRESPONDENCE - COUNTY, STATE, AND MUNICIPAL AGENCIES

Size: 8 1/2" x 11"

Dates: 1951 - -

Quantity: 2 1/2 cubic feet

File Arrangement: Alphabetical by agency or county and chronological therein

Annual Accumulation: Less than 1/2 cubic foot

Correspondence with counties, State agencies, and municipalities deals with specific problems in record creation, management, and disposal. In addition to correspondence, each agency folder contains field trip reports which summarize Records Management Staff activities. Certain of this correspondence, in conjunction with schedule control records, sets forth policies in regard to records. The majority of the file, however, consists of routine correspondence such as acknowledgments, letters of transmittal, and requests for appointments.

A. RECOMMENDATION: RETAIN PERMANENTLY CORRESPONDENCE WHICH SETS FORTH POLICY OR LONG-RANGE MANAGEMENT PROCEDURES.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS; TRANSFER TO RECORD CENTER FOR AN ADDITIONAL TWO YEARS AND THEN DESTROY.

3. RECORDS DISPOSAL CONTROL CARDS

Form No.: HR-RM-3 (5-5-54)

Size: 5" x 8"

Dates: 1953 - -

Quantity: 2 drawers (1 cubic foot)

File Arrangement: Alphabetical by agency or county and municipality, and by schedule and item number therein

Annual Accumulation: Less than 1/2 cubic foot

Agencies are required by law to report the destruction of records to the Hall of Records Commission. The reporting is accomplished on Certificates of Records Disposal, information from which is in turn posted to disposal control cards covering individual records. Each card shows the title of the record, the name of the agency, the schedule and item number, the retention period, the approval date, the rate of accumulation, and for all records disposed of--the date, amount, and inclusive dates.

RECOMMENDATION: RETAIN PERMANENTLY.

Andrew H. Huleck

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3.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

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No.4. MICROFILM WORKSHEETS

Size: 8½" x 11"

Dates: 1940 - -

Quantity: 1 file drawer

File Arrangement: Chronological

Disposable Amount: 1½ cubic feet

This file is composed of mimeographed forms giving the date of receipt and inspection, the county or job, the type of record micro-filmed, a description, the reel number, the date of filming and retakes if any, and the date of delivery.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

5. RECORDS SCHEDULE CONTROL FILE

Form No.: HR-RM 1 and 1A

Size: 8½" x 11"

Dates: 1953 - -

Quantity: 1½ cubic feet

File Arrangement: Alphabetical by agency or county, and
therein by schedule number

Annual Accumulation: Less than ½ cubic feet

The Records Management Division inventories records of State, county, and municipal agencies and schedules them for periodic disposal, permanent retention, transfer to the archives, or microfilming and subsequent disposal. The Records Schedule Control File contains information describing individual records inventoried, statements explaining the relationships of records to the creating offices, and recommendations concerned with the disposition of each type of record inventoried. The recommendations, after approval by the Archivist and the Board of Public Works, become the agency's authority for the retention or disposition of the records which are to be controlled through the operation of the schedule.

The folders containing the schedules also include occasional correspondence prior to 1953 concerned with granting authority for records disposal.

A duplicate set of schedules, maintained by the Record Center is considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 edition). Other copies are retained permanently by the Board of Public Works and by each agency. The recommendation below applies only to the schedules retained in the Records Management Division office.

RECOMMENDATION: RETAIN PERMANENTLY.

Andrew H. H. H.

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6. CERTIFICATES OF RECORDS DISPOSAL

Form No.: HR-RM 2
 Size: 8½" x 11"
 Dates: 1953 - -
 Quantity: 1 cubic foot
 File Arrangement: By agency and chronological therein
 Annual Accumulation: Less than ¼ cubic foot

State, county, and municipal agencies are required by law to file with the Hall of Records Commission certificates of disposal covering the destruction of records. The certificate form shows the name and division of the agency, a description of the records, the schedule and item number, the inclusive dates of the records, the volume disposed of, the date of disposal, the method of disposal, the signature and title of the agency representative, and the date. Information on quantities disposed of is posted to the Disposal Control Cards (Item 3).

RECOMMENDATION: RETAIN PERMANENTLY.

7. RECORD ANALYSIS SHEETS

Size: 8½" x 11"
 Dates: 1953 - -
 Quantity: 3 cubic feet
 File Arrangement: By agency
 Annual Accumulation: 1 cubic foot (est.)

Analysis sheets are the workpapers created in the course of records inventories. They contain records examiners' notes on the physical characteristics of records and any other information useful in the preparation of records schedules.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER COMPLETION OF SURVEY AND THEN DESTROY.

RECORD CENTER

8. RECORD TRANSMITTAL SHEETS

Size: 8½" x 11"
 Dates: 1958 - -
 File Arrangement: Alphabetical by agency; chronological by disposal date

This is the primary Record Center control file. The form is prepared in triplicate for each separate group of records received by the Record Center. One copy serves as the agency's receipt and the remaining copies, filed separately in the Record Center, serve as a



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location control and as a disposal control. The file maintained for disposal control may be considered non-record within the meaning of the statute governing non-record material (Article 41, Section 179, Annotated Code of Maryland, 1957 Edition). The recommendation below applies only to the location control file.

RECOMMENDATION: RETAIN PERMANENTLY.

9. REFERENCE REQUEST MEMOS AND MONTHLY REFERENCE SUMMARY

Size: 8½" x 6"
 Dates: 1958 - -
 Quantity: 1 folder
 File Arrangement: Chronological
 Annual Accumulation: ½ cubic foot (est.)

The Record Center provides reference service whenever agency personnel request records or information from stored files. Each reference request memo records information relating to the reference service provided. Specifically, the form shows the date, the agency and division, the name of the agency representative, phone number and extension, the title of the record, the schedule and item number, the folder caption (name, number, or date), the type of request (phone, visit, or mail), the type of service supplied (information, record, or photograph), the box number, and the lot number. The Monthly Reference Summary, prepared for reporting purposes from Reference Request Memos, shows the date, agency, title of record, the schedule number, item number, and the type of records or information supplied.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

10. RECORDS CONTROL REGISTERS

Size: 8½" x 11"
 Dates: 1958 - -
 Quantity: 3 volumes (½ cubic foot)
 File Arrangement: Chronological

This item includes the "Records Out" Register, the "Records Destroyed Register", and the "Records Received Register," all of which are for statistical or control purposes in the Record Center. The "Records Out" Register shows the date, the name of the agency, the title of the record, the lot number, the number of file units, the signature or name of the agency representative, and the date of return. The "Records Destroyed" Register shows the date, the agency, the title of the record, the lot number, the number of containers, and the schedule and item number. The "Records Received" Register shows the date, the agency, the title of the record, the lot number, the number of containers, the schedule and item number, and remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

Andrew Paulich